

## Required Records for Child Care Centers

The following are lists of the documentation that must be at the center for review. You may want to copy the staff record chart and child record chart and attach them to the front of each staff and child file.

GENERAL CENTER RECORDS
<input type="checkbox"/> Documentation of the previous 12 months of fire drills
<input type="checkbox"/> Documentation of the previous 12 months of disaster drills
<input type="checkbox"/> Current Animal Vaccination Records
<input type="checkbox"/> A minimum of six weeks of child attendance records (including sign-in and sign-out)
<input type="checkbox"/> Any current variances granted by the Department
<input type="checkbox"/> Your current local health department inspection
<input type="checkbox"/> Your current local fire department inspection
<input type="checkbox"/> Your most recent Request for Annual Renewal of cBS/MIS Criminal History Information for Child Care
<input type="checkbox"/> Your written policies and procedures (updated yearly)
<input type="checkbox"/> Your written emergency and disaster Plan (updated yearly)

<b>CHILDREN'S RECORDS</b>	
<input type="checkbox"/>	Admission From (including, name, date of birth, date of enrollment, parent's name, address, and phone number, authorized persons to pick up, emergency contact, out of area/state emergency contact, emergency medical treatment and emergency medical transportation release.
<input type="checkbox"/>	Health assessment (updated yearly)
<input type="checkbox"/>	Current immunization record or documentation of a legally valid exemption
<input type="checkbox"/>	Transportation Permission Form (if the center transports children)
<input type="checkbox"/>	Medication Permission Forms & Record of Medications Administered (minimum six week)
<input type="checkbox"/>	Accident / Incident / Injury Reports (minimum six week)
<input type="checkbox"/>	Infant / Toddler Daily Record (eating, sleeping, and diaper changes – minimum six week)

This form is provided as a technical assistance suggestion only. Providers are not required to use this form.

Center Records R430-100-9(1)

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<b>STAFF RECORDS</b>	
<input type="checkbox"/>	Date of initial employment
<input type="checkbox"/>	Results of initial TB screening
<input type="checkbox"/>	Approved Initial CBS/MIS Consent and Release of Liability for Child Care Form
<input type="checkbox"/>	Most Recent Disclosure Statement (if the employee has worked at the center since your last license renewal)
<input type="checkbox"/>	A record of days and hours worked (minimum six week)
<input type="checkbox"/>	Documentation of orientation training
<input type="checkbox"/>	Documentation of annual training
<input type="checkbox"/>	Current First Aid and CPR Certification (if applicable)

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